

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

February 11, 2025

Town Events and Town Hall News

All Chairs Meeting

The next Carlisle All Chairs Meeting will be held on March 7th at Town Hall. The agenda includes:

- Employee Review and HR Updates
- FY26 Budget Updates
- Preparation for Annual Town Meeting
- Committee Reports

Town Administrator Coffee Hour

I will host my next Coffee Hour at Ferns on March 11 at 10am and encourage residents to join me for discussions on the FY26 budget and key topics for the Annual Town Meeting. My February session was well attended, fostering valuable conversations about the town's future. I look forward to continuing these important discussions.

Town Flag Dedication

A ceremony to install the new Town Flag is scheduled for the afternoon of February 15th at Town Hall. After installation, the Veterans and Celebrations Committee will present it at the State House, where it will fly alongside other Massachusetts town flags.

Concord Museum Charity Bike Ride

The Concord Museum, a 501(c)(3), is hosting *Paul Revere's Bike Ride for the Concord Museum* on Saturday, May 17, 2025, to mark the 250th anniversary of the American Revolution. All net proceeds will support the museum's educational programs, benefiting over 14,000 schoolchildren.

Up to 500 cyclists will ride through Concord, Lexington, Lincoln, Bedford, and Carlisle. Riders can choose between a 21.3- or 32.4-mile loop, passing historic sites like the North Bridge, Lexington Green, and Paul Revere's capture site. The event begins at 9:00 AM with rider registration, and cyclists will depart in stages from the Concord Museum at 10:00 AM.

Routes:

- Long loop (includes Carlisle) – [View Route](#)
- Short loop – [View Route](#)

We do not anticipate any road closures. Assuming none are required, both Chiefs recommend approving the event.

Department Updates and Information

Human Resources Update

From Assistant Town Administrator/HR Director Aubrey Thomas

We are currently collecting resumes for the DPW Mechanic position and expect to extend an offer soon for the second DPW Driver/Laborer position. After our initial round of interviews for the Public Safety Administrative Assistant role, we have decided to continue the search to ensure we find the best candidate.

As you know, Carol Grueneich has resigned as COAHS Director. I will serve as Interim COAHS Director while we conduct a search for a permanent replacement. We will seek guidance from the Select Board and COAHS Board on this project, aiming to appoint a new director by May.

FY2026 Budget Update

The Finance Committee has asked the Police, Fire, DPW, Library, Town Hall, and both schools to conduct a two percent budget cut exercise to assess the impact of significant reductions on town services. The committee is reviewing revenue and expense projections to make a recommendation to the Select Board.

Governor Healey's House 1 budget and health insurance cost projections from MIIA have not significantly changed the FY26 budget outlook. If the Finance Committee and Select Board maintain a two percent COLA and a three percent average tax bill increase, the town will face an \$800K deficit.

I continue to recommend prioritizing the capital budget. With one-time funds supplementing the operating budget, Free Cash alone cannot cover all departmental requests. I seek Board guidance on how to present capital requests for prioritization.

Additionally, the Cultural Council will attend your next meeting to discuss its \$5,700 operating budget request. Since the council has been appointed by the Select Board, FinCom has asked the Board to approve, deny, or modify this request.

Town Election Information

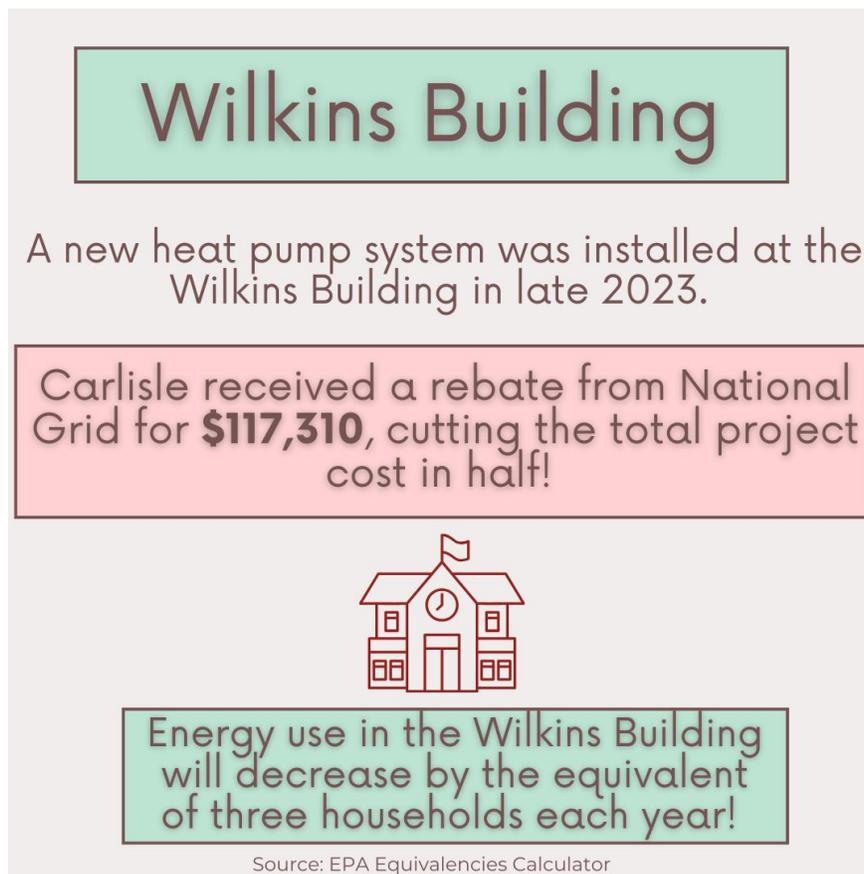
Attached is information from the Town Clerk regarding the 2025 Annual Town Election, including deadlines and timelines.

Fall Town Meeting Date

Town staff request that the Fall Town Meeting date be set as soon as possible to accommodate required hearings and public outreach for any proposed bylaw changes. We recommend setting the date by the end of the month to allow for proper scheduling and planning.

Wilkins HVAC Replacement – Final Report

Please see the attached graphic from our Sustainability Coordinator detailing the rebate and energy savings from the Wilkins HVAC project. Thank you to the residents for supporting this important work.



Capital Project Updates

Comprehensive Culvert Analysis

I am reviewing the first draft of this analysis, and we anticipate finalizing it for Select Board review in April. Once presented, we will work with Nitsch to identify grant opportunities to offset costs and develop a multi-year plan that aligns with the town's capital strategy. Select Board input on funding and timing will be needed.

Elevator Maintenance Project

Stephen and I met with our design team to review the first draft of construction documents. After minor adjustments, the Municipal Facilities Committee (MFC) will conduct a final review. Once approved, the project (school, library, and DPW elevators) will go out to bid, informing an Annual Town Meeting warrant article this spring. The estimated project cost remains \$1 million.

Benfield Project

The Benfield accessibility project, approved last year, is now complete, including the installation of ADA-compliant exterior doors. These improvements address mobility concerns raised at the Town Meeting. Facilities Director Stephen will provide a full report once the final checklist is complete.

Brick Building HVAC

The MFC is balancing immediate heating and cooling needs with sustainability goals. Sarah will provide a grant funding recommendation at the next MFC meeting, which will guide plans for summer work.

Building Construction Projects

Library Renovation

The Trustees approved working with Construction Monitoring Services (OPM) and Silver & Schwartz (designer). Over the next six months, they will finalize designs and prepare construction documents. If funding goals are met, the project will begin next spring.

Support the capital campaign: [Donate Here](#)

Police Station Renovation

The project is now out to bid, with results expected by mid-March. This timeline allows the Select Board to review proposals and determine if additional action is needed at the Town Meeting. If estimates hold, construction will begin in late spring.

Fire Station Renovation

I am finalizing contracts with Tecton, the selected Fire Station designer. An initial walkthrough and discussions with the Fire Department are scheduled. The current ARPA allocation will fund the OPM and designer through the conceptual phase. However, additional funding will be required post-Town Meeting. The Select Board must decide on the amount to request and whether to borrow and exclude the debt.

DPW Building

The MFC is analyzing the feasibility of renovating versus constructing a new DPW building. Findings will be discussed in a joint Select Board meeting in March.

Upcoming Discussion Topics

- **Community Garden Manager:** Following the passing of Jack O'Connor, the Select Board and Conservation Commission must appoint a successor.
- **Board of Assessors Vacancy:** With Karen Yeyinmen's resignation, the Board must hold a joint session to appoint a replacement until the next election.
- **TSAC Meeting:** The Transfer Station Action Committee seeks to discuss operations, future capital needs, and a proposed sticker fee increase.
- **Bog House Discussion:** Town Planner Julie Mercier will present information on affordable housing feasibility at the Cranberry Bog House and seek Board guidance on future studies.

Approval Notifications

- **Carlisle's 250th Colonial Faire:** Approved sign display at the rotary and Town Common from March 8-15.

Staff Recognition

I had the opportunity to work a Meals on Wheels shift with COAHS Transportation Coordinator Jennifer Gagne. This experience highlighted the dedication of our COAHS staff and volunteers. Jen has already scheduled me for additional COAHS events!

Upcoming Select Board Dates of Interest

- **February 17:** Presidents Day (Town Hall Closed)
- **February 25:** Select Board Meeting
- **March 11 & 25:** Select Board Meetings

Draft Agenda Review

Attached is a proposed draft for the February 25th meeting.

Gretchen Gallimore

From: Ryan McLane
Sent: Wednesday, January 22, 2025 4:50 PM
To: James Hall; Chief Amendola; Bryan Sorrows
Cc: Gretchen Gallimore
Subject: FW: Concord Museum charity bike ride route in Carlisle

Public Safety Team – do you have any restrictions or issues with this event?

Gretchen – Can you please add this to my TA Report folder for 2/11.

Thanks,
Ryan

Ryan M. McLane
Carlisle Town Administrator
66 Westford Street
Carlisle, MA 01741
978-371-6688
rmclane@carlislema.gov
<https://www.carlislema.gov/>



Follow us on social media!

When writing or responding, please remember that the Mass Secretary of State's Office has determined that email is a public record except when it falls under one of the specific statutory exemptions. This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and its attachments, if any, and destroy any hard copies you may have created and notify me immediately.

From: Alix Carey <acarey@concordmuseum.org>
Sent: Wednesday, January 22, 2025 2:37 PM
To: Ryan McLane <rmclane@carlislema.gov>
Cc: Lisa Krassner <lkrassner@concordmuseum.org>
Subject: Concord Museum charity bike ride route in Carlisle

Good Afternoon, Mr. McLane,

The Concord Museum, a 501(c)(3), is hosting the Paul Revere's Bike Ride for the Concord Museum on Saturday, May 17, 2025 to mark the 250th anniversary of the start of the American Revolution. All net proceeds from the event will support the Concord Museum's educational programs, making it possible

for more than 14,000 school children to learn from the Museum's unique collection and expert educators.

Up to 500 registered participants will enjoy a recreational ride through Concord, Lexington, Lincoln, Bedford, and Carlisle. Starting at the Concord Museum, cyclists can choose to ride a 21.3- or 32.4-mile loop on paved roads, passing many historic sites including the North Bridge, the Lexington Green, and the Paul Revere capture site. The event will begin at 9:00 am with rider registration, the riders will depart from the Concord Museum at 10:00 am in stages. Riders will begin returning to the Museum at around 11:30 am for a post-ride party.

We are notifying each town to ensure awareness of the route and to address any concerns. You can view the detailed routes here (note that only the long route goes through Carlisle):

Long loop -- <https://ridewithgps.com/routes/49282117>

Short loop -- <https://ridewithgps.com/routes/49282143>

We do not anticipate any road closures for this event. We look forward to working with you on any permits that may be required and very much appreciate having this event added to your town's calendar. If you have any questions, or require any other information, please let me know.

Thank you.

Alix Carey

acarey@concordmuseum.org

office: 978.369.9763 x235

cell: 508.361.6045



Town Clerk
66 Westford Street
Carlisle, MA 01741
978-369-6155
carlislema.gov/159/Town-Clerk

February 12, 2025

Memo

To: Select Board, Town Administrator's Office
From: Ashley Cote, Town Clerk
Re: 2025 Annual Town Election Date

As the Chief Election Officer for the Town of Carlisle, I am reaching out to recommend a date for the 2025 Annual Town Election. In previous years, the Annual Town Election has been held the Tuesday following the Annual Town Meeting. Given that the Annual Town Meeting will be on a Sunday this year, and taking into account the May 26th Memorial Day Holiday, I am planning on Tuesday, June 3, 2025 as the Annual Town Election date, to be held in the Clark Room at Town Hall from 7:00 am – 8:00 pm. This would set the date for the Town Caucus as Monday, March 31, 2025 at 7:00 pm in the Clark Room at Town Hall.

Below is a calendar with deadlines based on a May 18, 2025 Town Meeting and June 3, 2025 Town Election. Since the Town Meeting and Town Election are within 35 days of each other, they may share the same voter registration and warrant posting deadlines, using the earlier event to calculate the dates.

Please don't hesitate to reach out with any questions.

Carlisle Annual Town Election/Meeting Schedule 2025

Event	Legal References	Number of Days before the Election or Town Meeting	Town Election June 3, 2025 Town Meeting May 18, 2025
Town Caucus	G.L. c. 53, s. 121	At least 7 days prior to deadline for submission of nomination papers	Monday, March 31, 2025 7:00 pm
Last day to obtain nomination papers	G.L. c. 53, s. 9A	51 (48 business hours prior to submission)	Friday, April 11, 2025 (5:00 pm deadline)
Last day to submit nomination papers to Registrars of Voters for certification (Town Clerk's Office)	G.L. c. 53, s. 7	49 (14 days prior to filing)	Tuesday, April 15, 2025 (5:00 pm deadline)
Deadline for Select Board to provide Town Clerk final voted ballot questions	G.L. c. 54, s. 42c	35	Tuesday, April 29, 2025
Last day to object or withdraw candidacy	G.L. c. 53, s. 11 (Two working days after last day to file)	33	Thursday, May 1, 2025
Last day to register voters for Town Meeting/Town Election	G.L. c. 51, s. 26, 28	10	Thursday, May 8, 2025 9:00 am – 5:00 pm
Last day to post and deliver warrant for Town Meeting/Town Election	G.L. c. 39, s. 10	7	Friday, May 9, 2025
Annual Town Meeting			Sunday, May 18, 2025
Vote by Mail Ballot application deadline - Town Election Must be received by the Town Clerk's Office		5 business days	Tuesday, May 27, 2025 5:00 pm
In-Person Absentee Ballot application deadline - Town Election	G.L. c. 54, s. 89	1	Monday, June 2, 2025 (Noon deadline)
Annual Town Election			Tuesday, June 3, 2025 7:00 am – 8:00 pm

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Monday, January 27, 2025 2:57 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Donna Vienneau
Email Address	dldvienneau@gmail.com
Address	8 Acton Street
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9783692649
I'd like to place a sign on the...	Rotary, Town Common, Other
If "other", on what Town land would you like to place your sign?	Carlisle Historical Society property
Date(s) of Reservation	3/8/2025 8:30 PM - 3/15/2025 5:30 PM

All Day	Yes
Size and Type of Sign	2x3 ft Sandwich boards
Organization and Purpose	Carlisle's 250th Celebrations Committee in collaboration with The Carlisle Historical Society--- ANNOUNCEMENT
Text of Sign	Information on our Colonial Faire- March 15 - at the FRS;- On the Common and in Union Hall- Saturday - 10 -3 We do not have the exact wording right now but will send asap
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

Email not displaying correctly? [View it in your browser.](#)



SELECT BOARD
TUESDAY, FEBRUARY 25TH, 2025
AT 6:30 P.M.
CLARK ROOM, TOWN HALL
66 WESTFORD ST. CARLISLE, MA 01741

HYBRID MEETING

AGENDA

TIME	PURPOSE
6:30 p.m.	Executive Session Pursuant to MGL c. 30A, § 21, reason two: 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel <ul style="list-style-type: none">• Dispatch and Police <p><i>The Board will reconvene in Open Session in the Clark Room beginning at 7:00 pm.</i></p>
7:00 p.m.	1. Community Input
7:05 p.m.	2. Appointments <ul style="list-style-type: none">• Employees• Volunteers
7:15 p.m.	3. Municipal Landscaping Policy
7:30 p.m.	4. TSAC Joint Meeting <ul style="list-style-type: none">• Committee update• Stick price increase (FY26)
8:00 p.m.	5. Annual Town Meeting <ul style="list-style-type: none">• TMSU Update• Discuss warrant articles• Presentations and information
9:00 p.m.	6. Bog House Discussion
9:30 p.m.	7. Town Administrator Report <ul style="list-style-type: none">• 250th Discussion
9:45 p.m.	8. Warrants & Minutes
10:25 p.m.	9. Liaison Reports
10:30 p.m.	10. Community Input
	Adjourn

* The meeting agenda lists all topics read as anticipated by the Chair at the time of posting. Agenda times are approximate and may be taken up out of order to facilitate the use of time.



Join Zoom Meeting

<https://us02web.zoom.us/j/86919763189?pwd=UjV01YySLwEU91sAWacnibzJs7P9vR.1>

Meeting ID: 869 1976 3189

Passcode: 535069

One tap mobile

+19292056099,,86919763189#,,,,*535069# US (New York)

+13017158592,,86919763189#,,,,*535069# US (Washington DC)